

Bylaws of the Asia Section of the Society for Conservation Biology

Amended January 2013

Article 1 -Mission and Goals

Section 1. Mission. The mission of the Asia Section of the Society for Conservation Biology (Society) is to advance the discipline of conservation biology in Asia and to help Asian conservation biologists contribute to a positive relationship between conservation and development

Section 2. Goals. The principal goals of the Section are:

- To expand Asian membership in the Society and ensure that its benefits are accessible to Asians.
- To influence conservation of biodiversity through environmental policies by creating linkages between conservation biologists and policy making organs.
- To develop conservation science through education, mentoring, training, facilitating access to data, and by encouraging young conservationists in Asia to undertake conservation-relevant field research.
- To promote investments in Asian conservation biology

Article 2 -Membership

Section 1. Voting Members. Any member of the Society for Conservation Biology who has an interest in the mission, goals and activities of the Section may join the Section as a voting member. Only voting members may be elected to the Section Board.

Section 2. Termination of Membership. Membership in the Section shall terminate upon the occurrence of any of the following events: (1) member's notice of such termination delivered to the President or Communications Officer of the Section, personally, by mail, or by email or (2) a determination by the Section Board that the member has engaged in conduct materially and seriously prejudicial to the interests or purposes of the Section. In the latter case, the Society's Board of Governors shall be informed of the decision.

Article 3 -Governance

Section 1. Section Board. The Board of the Asia Section shall be comprised of twelve (12) members, including officers (see Article 2, Section 2), with at least one member representing each of the following sub-regions: East Asia, South Asia, Southeast Asia, and Central Asia/Middle East. No more than two Board members shall reside in the same country and no more than three shall reside outside of Asia. The term of office shall normally be three years, with four members being elected each year. All Board members shall be voting members of the Section for their entire term of office. Elections for the Board shall be held annually at a scheduled Members' Meeting, or by mail, email or via the Society website (see Article 3 and Article 9). All Board members, except President and Vice-President, may run for re-election to their current position.

Section 2. Officers. There shall be three officers from among the Board Members: President, Vice-President, Communications Officer and Chief Financial Officer. The President and Vice-President shall be elected by Section members every three years at a scheduled Members' Meeting, or by mail, email or via the Society website (see Article 3 and Article 9). Term of office for President is three years. The Communications Officer and Chief Financial Officer are selected by the Board for terms of three years. No more than two officer positions shall be held by members who reside in countries outside Asia.

Section 3. Termination of Section Board Positions. Any Board Member who misses three (3) scheduled Board Meetings (or alternative Section Board Voting Mechanisms) in a row, without submitting votes via an absentee ballot, forfeits her or his membership on the board immediately following the third missed meeting. Elections to fill the vacant board position will be held as soon as possible

Article 4 -Nominations and Elections

Section 1. Nominations. Nominations for President, Vice-President and general Board members shall be solicited by the Nominations Committee or the Section Board. The slate of nominations shall be submitted by the Communications Officer to the membership at least one month prior to the deadline for receipt of ballots by mail or email.

Section 2. Balloting. Written or electronic ballots shall be received from the members by a duly announced deadline and shall be counted by one or more members of the Section Board or agent(s) authorized by the Society's Board of Governors. The President shall appoint a replacement to count ballots for any member of the Section Board who has been nominated. The candidate for each office receiving the largest number of votes on the ballots shall be declared elected.

Section 3. Vacancies. If the office of President is vacated for any reason, the Vice-President shall assume the duties of the President for the balance of the President's term, and may run for President at a subsequent election. Under any circumstances the total term of one person serving as President shall not exceed four years. All other vacancies occurring during an officer's term shall be filled by appointment by the Section Board.

Section 4. Special Elections. A special election by the existing Asia Section members may be held at any time during a period of dormancy (see Article 11) to reactivate the Section.

Article 5 -Duties of Officers

Section 1. President. The President shall organize and preside over meetings and mailings (including electronic mailings) intended to substitute for meetings. The President or his designee (usually the Vice-President) shall serve as the Section's representative on the Society's Board of Governors in accordance with Section 5.

Section 2. Vice-President. The Vice-President shall receive reports from committees, arrange meetings and other activities, and perform the duties of the President when the latter is absent.

Section 3. Communications Officer. The Communications Officer shall record minutes, administer correspondence between the Section and the Society, and maintain historical records and a roster of members.

Section 4. Chief Financial Officer (CFO). The CFO shall maintain accounts, and collect and distribute funds for Section activities. The CFO shall coordinate fund raising activities.

Section 5. Representative on the Society's Board of Governors. The representative (the President or his/her designee, see Section 1) serves as a Member at Large on the Society's Board of Governors in accordance with the Society's Bylaws. Only the representative may officially represent the Section on business of the Society.

Article 6 -Ad hoc Committees

The Section Board, either by its own initiative or at the solicitation of the membership, may at any time decide to form an ad hoc committee with specific terms of reference. Committees shall be chaired by a voting member of the Section. Chairs shall be appointed by the President with the approval of the Section Board and shall serve at the pleasure of the Section Board. Committees shall be composed of interested individuals of the Section Board and the membership. The Chair shall be responsible for appointing the other members of the committee, and these members shall serve at the pleasure of the Chair. All committees shall, at any time, be accountable to the Section Board. Ad hoc committees with a continuing mission may, after two years of activity, petition the Section Board to be established as a standing committee.

Article 7 -Standing Committees

Standing committees shall be chaired by a member of the Section. Chairs shall be appointed by the President with the approval of the Section Board and the term of office of shall be three years. Reappointment to additional terms as Chair will be at the discretion of the President and Section Board. Committees shall be composed of interested individuals of the Section Board and the membership. The Chair shall be responsible for appointing the other members of the standing committee, and these members shall serve at the pleasure of the Chair. All standing committees shall, at any time, be accountable to the Section Board.

The following standing committees shall be established:

Section 1. Conservation. This Committee shall keep Section members informed about current conservation issues on a regional or global scale and help facilitate awareness of regional conservation issues by Society members outside the Section.

Section 2. Education. This committee shall act as an extension of the Section within the academic and regional community. The committee shall act as necessary to inform the public of regional and global conservation issues and shall promote the study of conservation biology. The committee shall be responsible for seeking, providing or advising on education and training opportunities. The committee also may act as a forum in which solutions to regional issues may be discussed and debated.

Section 3. Communications. This committee shall provide advice on development of printed and electronic publications of the Section such as newsletters, list servers and web sites. This committee also shall work with the Membership Committee and other committees of both the Section and the Society to achieve outreach and marketing goals.

Section 4. Membership and Program. This committee shall be responsible for encouraging membership in both the Section and the Society. The committee shall assist the Communications Officer in maintaining the list of the Section's membership and shall help facilitate any mailings to the membership. Likewise, this committee shall assist the Vice-President in arranging the program and activities schedule for the Section, including the Members' Meeting and any alternative mechanisms intended to substitute for meetings

Section 5. Nominations and Audit. This committee shall organize all nominations for elected offices and present to the Section Board a complete slate of nominees. This committee also shall ensure the annual audit, independent of the Chief Financial Officer, of the Section's financial records. The committee shall

report to the President.

Section 6. Mentoring and Editing Committee. This committee shall solicit and maintain a register of volunteer mentors who are willing to review and edit manuscripts in preparation for publication by Asia Section members, particularly those for whom English is not their native language.

Section 7. Policy. Should the membership decide to deliver Resolutions and Public Advocacy (see Article 9) explaining the Section's view on a particular issue or controversy, such statements shall be submitted to, or prepared by, this committee for review and presentation to the general Section membership for action.

Section 8. Fundraising . This committee shall seek to identify funding sources for (1) the activities of the Asia Section and (2) financial support of conservation biology activities in the Asia region, and to work with Asian field biologists to develop proposals for supporting such work.

Article 8 – Finances

The Section shall be supported by grants, contributions, and fund-raising activities. Funds of the Section shall be supervised by the officers, and shall be administered by the Chief Financial Officer. Audited financial records (see Article 6, Section 8) shall be reported to the membership.

Article 9 – Policy

The Section may make Resolutions and engage in Public Advocacy subject to the conditions described below.

Section 1. Definitions. A “Resolution” is any public statement that reflects the position or view of the Section. “Public Advocacy” is any public activity by the Section in support of a Section Resolution.

Section 2. Conditions for Declaration of Resolutions and Public Advocacy. Proposed Resolutions must be presented to the membership of the Section and approved by a majority of the voting members present and voting. Presentations and voting may take place at a scheduled meeting, by mail, or by email. A voting member who is absent may file an absentee ballot. Proposed Resolutions shall include the following: (i) a statement of relationship of the Resolution to the objectives of the Society, (ii) a statement of the need for the Resolution, (iii) scientific documentation concerning the circumstances of the Resolution, and (iv) a list of the proposed recipients of the Resolution. Each Proposed Resolution shall be circulated to all members of the Asia Section for comments for at least two weeks before the resolution is voted upon. Any Public Advocacy shall be based on an approved Resolution. Proposed acts of advocacy shall be submitted to the Policy Committee for review prior to presentation to the membership of the Section at a scheduled meeting or by mail or email, and must be approved by a majority of voting members before action is taken. A voting member who is absent may file an absentee ballot.

Section 3. Disclaimer of Responsibility by Society for Section Activities. The Asia Section of the Society for Conservation Biology shall claim responsibility for all Resolutions and Public Advocacy enacted by its membership. All public documents or actions shall include the statement: Resolutions (or Advocacy) of the Asia Section of the Society for Conservation Biology do not necessarily reflect the views of the Society for Conservation Biology as a whole.

Section 4. Reporting. All Resolutions and supporting materials and descriptions of acts of Public Advocacy by the Section shall be forwarded to the President of the Society with the Annual Report.

Article 10 – Meetings

Section 1. Members' Meeting. A Members' Meeting shall be held, or an alternative mechanism for conducting Section business and facilitating communication among members arranged, each year. The elections for the Section Board shall be held at this meeting or via its alternative.

Section 2. Procedure and Order of Business. Meetings and voting deadlines shall be announced at least one month in advance. At the beginning of each meeting, any Section or Society business shall be discussed prior to other scheduled agenda items. The business portion of any meeting shall be run by the President. The Section's Bylaws shall be available at each meeting. All meetings will be governed by Robert's Rules of Order (The Modern Edition, revised by Darwin Patnode, 1993).

Section 3. Votes. All votes of the Section on matters not specified in the Bylaws shall be decided by a simple majority of those voting. Tie votes in Members' Meetings or in meetings of the Section Board shall be broken by the presiding officer. Tie votes in committee meetings shall be broken by the Chair.

Section 4. Quorum. 20% of the membership or 15 members (whichever is lower), including members represented by proxy, shall constitute a quorum of the Section, and one-third of Section Board members a quorum of the Board.

Article 11 -Annual Report

The Communications Officer shall file an annual report on the Section's activities with the President of the Society.

Article 12 -Continuation/Dissolution

Section 1. Section Board Requirement. If the membership fails to elect a Section Board, the Section shall be considered dormant. At that time the outgoing Section Board shall forward the Section's charter, bylaws, and remaining funds to the President of the Society. The Section may be reactivated at any time within a period of two years by holding a Special Election. The purpose of the Special Election is to vote for a Section Board.

Section 2. Membership Requirement. If the membership falls below 100 for longer than two years, the section shall be considered dormant. At that time the outgoing Section Board shall forward the section's charter, bylaws, and remaining funds to the President of the Society. The section may be reactivated when membership rises above 100.

Article 13 -Amendment to Bylaws

Section 1. Procedure. Proposals to modify the Section Bylaws must be approved by a majority of the voting members present and voting at any scheduled meeting (or alternative voting mechanism) of the Section. A voting member who is absent may file an absentee ballot.

Section 2. Conformance. No amendment to these Bylaws shall be enacted that results in a conflict with the Bylaws of the Society. Proposed amendments to the Section Bylaws must be approved by the Executive Committee of the Society's Board of Governors before becoming effective.

Ratified for the Board of Governors by President, Society for Conservation Biology